How to Place Money Online for Class Trips

Overview:
The district has begun using the online system "PayForIt" to collect money for field trips in addition to its use of placing money on student lunch accounts. This walk through is to help parents with this process.

Walk Through:

1) The first step is to access the Parent Portal to obtain your students' ID number. This will be needed to setup your PayForIt account for your student.

   a. How to access the Parent Portal:
      i. The webpage address is: https://www.fridayparentportal.com/greatmeadows .

      ii. Instructions on setting up your Parent Portal account including adding contact phone numbers, emails, and more can be found at https://www.gmrsd.com/parentportal .

   b. The image below shows where you can find your students' ID number once logged into the Parent Portal. This image also shows the link which will open a new browser window for logging into your PayForIt account.

2) If you haven't setup a PayForIt account you will need to do so in order to be able to place money on your students' account.
    a. In addition to using the links to PayForIt from the school webpages, or the Parent Portal, parents can also access the PayForIt webpage using the web address below:
        i. https://www.payforit.net/
    b. The image below shows the login page for PayForIt.
    c. What needs to be done in the PayForIt system:
        i. Parents setup their own account on the PayForIt accounts.
        ii. Parents then add their credit card information to the account.
        iii. Parents add their students to their PayForIt account.

Video instructions for each of these steps can be found using the "HOW DO I…" menu from the PayForIt website.
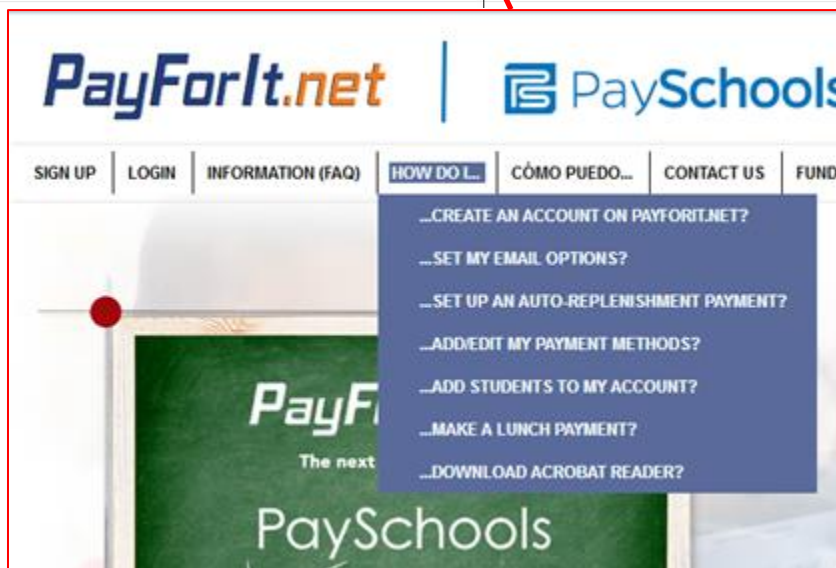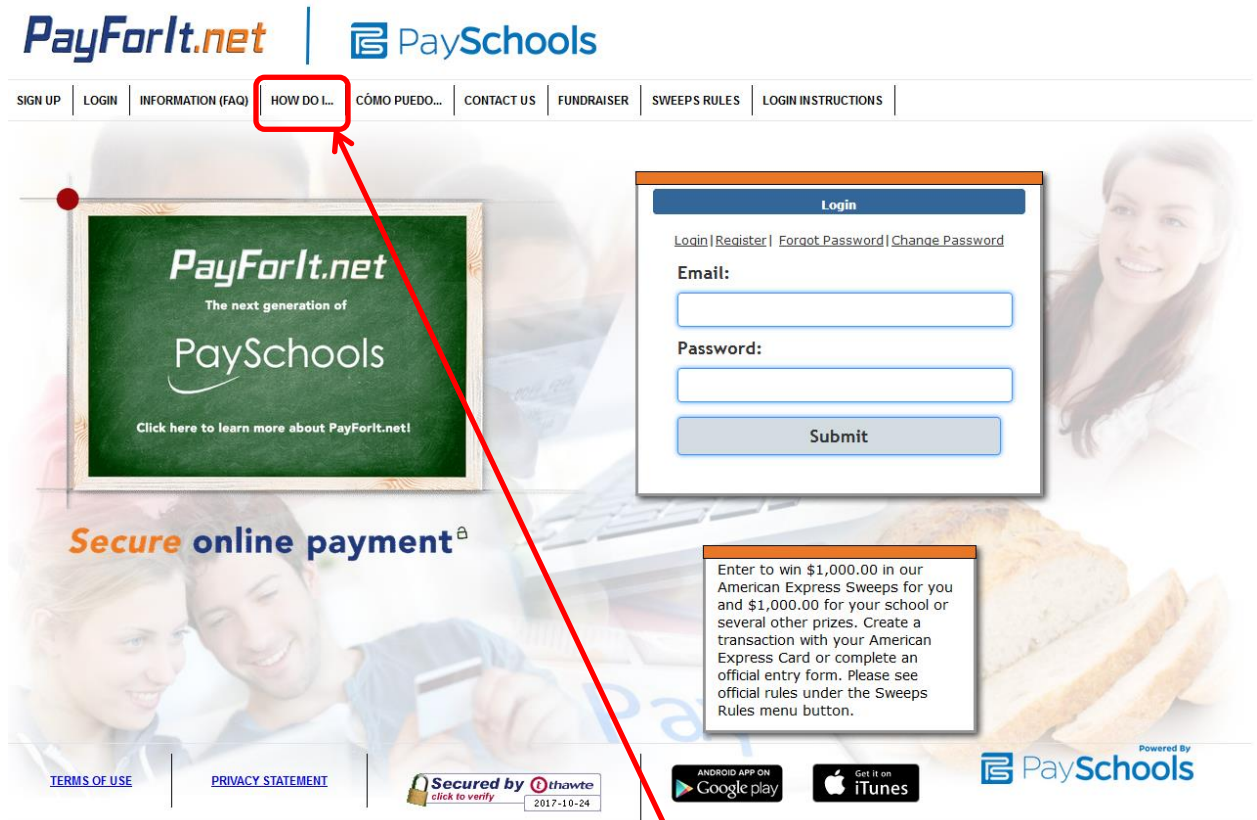
3) How to add money for trips in the PayForIt system.

(Click here for video instructions)   Hyperlink: https://vimeo.com/71458915

a. Once logged in select the "FEES" menu.

b. You should see a screen like the one shown below. Select the + sign to the right of the fee/trip to place money on your students account for this trip.

c. On the next screen you can remove the charge if you would like by selecting the red X in front of the fee.

d. To submit your payment select the "Review & Pay" button.

e. On the next screen you can:
    i.   Revise your transaction – Click "Revise Transaction" button.
    ii. Process the Payment :
         • Select Payment Method from drop down list
         • Click "Process Payment" button to complete transaction and be taken to your receipt.

f. Screens below show the transaction processing window and the receipt windows.